

Vetting Specification for External Staff Bermuda

Valid as of 01 May 2024

Pre-offer and Pre-start vetting may be started no earlier than 6 months before the UBS start date. For Credit and Criminal, where this check is permissible, document(s) need to be original and current; e.g. dated not older than 3 months from vetting case completion (or from the start date, whichever is earlier).

Current State				
Check	Sources / Tools	Requirement / Validation	Successful Vetting Check Criteria	Timing
Criminal Record Check	Bermuda Police Service	<p>Police records are checked for any reckonable criminal convictions. The check will only confirm if the individual has any criminal convictions recorded in Bermuda or not.</p> <p>Document(s) need to be original and current; e.g. dated not older than 3 months from UBS start date.</p> <p>Document(s) need to be original and current; e.g. dated not older than 3 months from UBS start date.</p> <p>Onboarding: Document(s) must cover all the jurisdictions / countries where the candidate has resided, was employed, attended school or lived more than 3 months over the last 5 years (required address history).</p> <p>Periodic Vetting: Document(s) must cover all the jurisdictions / countries where the candidate has resided, was employed, attended school or lived more than 3 months over the period equal to the frequency of periodic vetting (e.g. if the frequency of periodic vetting is 3 years, the check / address history must cover the last 3 years).</p> <p>Further proof of residence shall only be requested if circumstances (applicable legal and regulatory requirements) demand such. Identification of any records associated with the candidate.</p>	No entries found in respective document.	Pre-start
Credit Check	Credit Check / -Report via search conducted through the local credit bureau and/or debt collectors.	<p>Document(s) need to be original and current; e.g. dated not older than 3 months from UBS start date.</p> <p>Onboarding: Document(s) must cover all the jurisdictions / countries where the candidate has resided, was employed, attended school or lived more than 3 months over the last 5 years (required address history).</p> <p>Periodic Vetting: Document(s) must cover all the jurisdictions / countries where the candidate has resided, was employed, attended school or lived more than 3 months over the period equal to the frequency of periodic vetting (e.g. if the frequency of periodic vetting is 3 years, the check / address history must cover the last 3 years).</p> <p>Further proof of residence shall only be requested if circumstances (applicable legal and regulatory requirements) demand such. Check the summary of the candidate credit and bankruptcy history and compare with the address history.</p>	<p>Cumulative total from any combination of debt types totalling less than 10'000 USD:</p> <p>a. Sum of unsatisfied or unpaid public records with liability</p> <p>b. Sum of current negative accounts (under collection) with past due amounts</p> <p>c. Sum of accounts charged off as bad debt.</p>	Pre-start
Identity Check	This check is the responsibility of the supplier.			Pre-start
Right to work verification	This check is the responsibility of the supplier.			Pre-start
Global Background Check (COSIMA, GTS, Rehire)	COSIMA, GTS, Internal HR Systems	<p>Background check to identify records of terrorist/criminal activities or networking; personal misconduct / reputation problem / hostility against UBS or conflict of interest with UBS, negative references concerning trustworthiness, work ethics, reputation.</p> <p>Use UBS internal HR systems to review potential previous engagement information (e.g. termination reasons).</p>	No hits	Pre-start

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External Directorship (Database Search)	Public database	Database check to identify any external directorships and assess candidate integrity based on external directorship self-declaration. The check must cover all the jurisdictions / countries where the candidate has resided, was employed, attended school or lived more than 3 months over the last 5 years (required address history).	No hits, no discrepancies between self-declaration and database search	Pre-start
Family Relationship	Self-declaration	Candidate needs to be asked whether he/she has family or personal relationships with UBS employees. - Family relationship: spouse, domestic partner or civil partner (or similar as recognised by law), parent (or parent-in-law), sister or brother (or in-law), child, step child. - Personal relationship: management reporting line. Answers are adequately documented.	No family relationship with UBS.	Pre-start
External Directorship and Positions	Self-declaration	Candidate needs to be asked whether he/she has any external directorship that could raise a conflict of interest with UBS to disclose. Answers are adequately documented.	No external directorship and positions.	Pre-start
Registered Status / Statutory Disqualification	Prospective directors, senior officers and executives will be required to report any denial of admission, registration or renewal of any membership or registration; involvement with an application for regulatory approval in any jurisdiction where that application has been refused or withdrawn and any dismissal from any office or employment or barred from entry to any profession or occupation			Pre-start